



OFFICE OF THE HOPI PROSECUTOR  
Adam Walsh Act Implementation Grant Program

**ADMINISTRATIVE SECRETARY II**

**INTRODUCTION:** This position is responsible for the efficient and effective performance of full-range, advanced level secretarial tasks. This position also coordinates routine departmental administrative operations & clerical functions, and routine project activities, works with sensitive and confidential information & correspondences.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Assists the supervisor in coordinating and monitoring office functional activities and special projects; keeps supervisor informed of details affecting office management decisions; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively & jointly with others to provide quality seamless customer services & assists in developing administrative operation policies & procedures; keeps informed of new organizational policies, procedures & practices, etc.
2. Politely greets visitors and telephone callers and ascertains their nature & purpose of contact; assists customers by providing information about office functions & activities, policies & procedures, staff, etc.; when appropriate, responds to and resolves complaints & issues, referring more difficult & complex matters to supervisor or appropriate office person; and provides excellent customer service.
3. Receives, analyzes, logs-in and routes in-coming mail to appropriate staff, attaching necessary files or material in order to effect prompt response; responds to inquiries of routine general matter on behalf of the supervisor or office staff.
4. Maintains calendar of scheduled activities, i.e., appointments, meetings & various events; sets meetings and appointments; reminds staff of scheduled appointments, meetings, events & other activities.
5. Composes routine correspondence for review & signature; types & proofreads a wide variety of reports, letters, memos, forms, statistical charts, etc.; verifies & reviews material for completeness & conformance with established regulations & procedures, applies applicable policies & procedures in determining completeness of records, applications and reports.
6. Responsible for proper/timely processing of requisitions for purchases, payroll timesheets, travel authorizations & related expense claims, or any other procedural forms required by the office; monitors renewal due dates for professional memberships, subscriptions, purchase agreements, professional service contracts, etc.
7. Establish, organizes and maintains filing systems, tickler systems, tracking logs, cross-reference systems, etc.; responsible for proper filing & retrieval of documents pertinent to office operations & clientele; handles confidential & sensitive information/data in accordance with established policies & regulations.
8. Attends meetings, conferences, workshops, etc.; participates in planning of the meetings or events, assisting with making arrangements, i.e., preparing agenda packets & notices, scheduling events, securing facilities, acquiring needed supplies & materials, contacting targeted participants, etc.; records and takes minutes and transcribes meeting discussions as necessary, etc.
9. Assists supervisor and/or office staff with administrative projects, including researching from various sources; compiles & analyzes information/data; verifies & tabulates basic statistical data; organizes &

maintains statistical information or other data in automated logs, data banks, spreadsheets or word processor; prepares a variety of statistical, financial, operational and special project reports and makes recommendations as appropriate.

10. Assists in the development and preparation of program budgets & budget amendments/modifications; prepares expenditure projections and develops cost estimates; maintains a cuff account system to track & monitor expenditures, posts transactions to the cuff account system each time a requisition is processed or invoice is paid; maintains and controls petty cash fund, etc.; provides weekly cuff account balance report to supervisor for review.
11. May serve as a representative of the supervisor in contact with other employees, officials, outside agency representatives, general public, etc.; issues instructions on behalf of the supervisor as delegated; makes oral presentations to Tribal Council, Budget Oversight Team and management in the absence of the supervisor; etc.
12. Performs other duties as assigned and authorized to meet program goals and objectives.

**COMPLEXITY:** The work involves various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from alternatives.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Program Coordinator. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignment. The supervisor provides additional, specific instruction for new, difficult or unusual assignments including suggested work methods or advice on source materials available. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction referring deviations in the work to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and compliance with instructions or established procedures.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, victims and their families, local, federal and state court and law enforcement personnel, attorneys, social service agencies, villages, public & private sector businesses/organizations and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance and establish a network of resources.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. At times, work will extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience.

A. Education: Associate's Degree in Secretarial Science, Administrative Information Services or related field;

AND

B. Experience: Three (3) years work experience performing advanced level secretarial/administrative work;

OR

- D. Any equivalent combination of Education, Training or Experience, which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills and Abilities:
- A. Knowledge:
- Knowledge of tribal governmental organizations, administration and management practices
  - Knowledge of office, personnel and financial management practices
  - Knowledge of records management systems
  - Knowledge of modern office equipment/machines and applicable computer software
- B. Skills:
- Excellent skills in verbal and written communications
  - Excellent human and public relations skills (customer relations)
  - Skill in prioritizing multiple tasks/projects and meeting deadlines
  - Skill in researching
  - Skill in operating modern office equipment/machines and applicable computer software
- C. Abilities:
- Ability to work independently, exercise sound judgment and professionalism in carrying out assigned job functions
  - Ability to work effectively & efficiently under demanding & stressful situations to meet priorities/timelines
  - Ability to coordinate and handle a variety of administrative functional responsibilities
  - Ability to operate modern office equipment/machines and applicable computer software
  - Ability to establish and maintain positive professional working relationships when in contact with others
- Ability to coordinate and handle a variety of administrative functional responsibilities & tasks

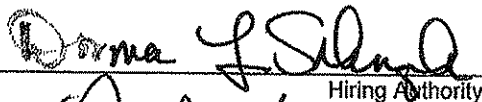
**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona driver's license and complete & pass the Hopi Tribe's Defensive Driving Course.
3. Must have no felony convictions.
4. Must have no misdemeanor convictions within the past twelve (12) months.
5. Must not be on probation.

**DESIRED REQUIREMENT:**

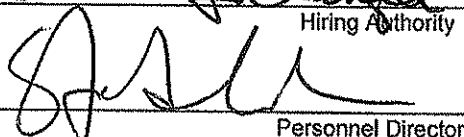
1. Speak and understand the Hopi language to translate Hopi to English and vice-versa.

REVIEWED BY:

  
Hiring Authority

8/12/2008  
Date

APPROVED BY:

  
Personnel Director

08-12-08  
Date

Hourly – Sensitive: Range 24